

CIMS HOW TO:

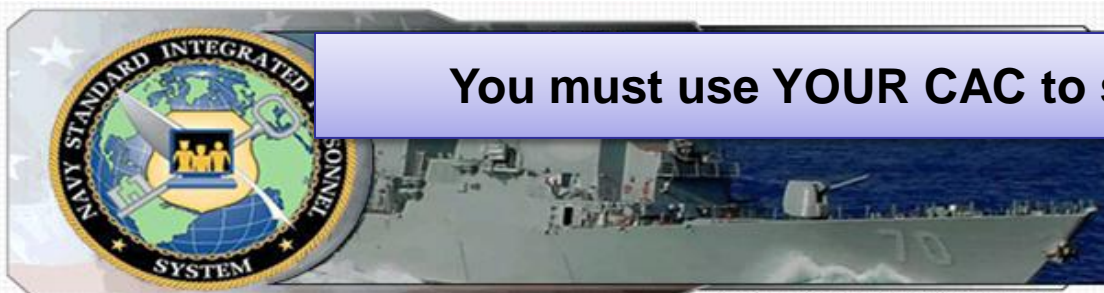
Submit a CIMS (SAAR)-
INQUIRY ACCOUNT



Navy Standard Integrated Personnel System



Submit a CIMS (SAAR)- INQUIRY ACCOUNT



You must use YOUR CAC to submit a SAAR

System Status: **Online**

Friday, October 12

DoD CAC Authentication



System Access Authorization Request (SAAR)

- » **New Users (NSIPS, ESR, CIMS, Web Ad Hoc)**
- » **ESR Self-Service (New Users)**
- » ERM SAAR Validation (Supervisor)

User Information

- » ESR Self-Service Login Instructions
- » Civilian Employer Information (CEI) Login Instructions
- » Create ESR View Only Account Instructions

Documentation & Training

- » ESR Self-Service Desk Guide
- » ESR Frequently Asked Questions (FAQ)
- » E-Leave Job Performance Aids (JPA)

Menu

NEW NSIPS NEWS

URGENT: If you picked up a CIMS User Guide CD dated September 2012 from the NCA Symposium, 24-27 Sep 12, please contact the NSIPS Help Desk immediately at 1-877-589-5991. If you downloaded the CIMS User Manual from the

NSIPS News

NEW NRMS NEWS

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NRMS News

WEB ADHOC NEWS

UCFR: The Unit Commander's Finance Report is available in web ad hoc. The UCFR provides leave and pay information for members assigned to the unit. Designed for the Commanding Officer, the report contains account information necessary

WebAdhoc News

NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 312-647-5442, Fax: 504-697-3007/0342, DSN: 312-647-3007/0342, e-mail: Nsipshelpdesk@navy.mil

Help Desk

For additional documentation on NSIPS/ESR/CIMS, visit the NSIPS/ESR web page on [Navy Knowledge Online \(NKO\)](#)



Submit a CIMS (SAAR)- INQUIRY ACCOUNT



-You must have an ESR account before you can establish a CIMS account.

A banner for "SAAR Initiate" featuring a collage of naval images: a submarine, two sailors in uniform, and a large aircraft carrier.

NON-ERM USERS ONLY

Please enter the SSN, Name and Home Command and Click the Submit button to initiate the SAAR Process.

Please fill the Required Fields

Empl ID: *

Name: * (Last,First Middle)

Command UIC: *

(* Required)

SUBMIT

Cancel

RESET

Submit a CIMS (SAAR)- INQUIRY ACCOUNT



System Access Authorization Request - (SAAR)

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be subject to the provisions of the Privacy Act, 5 U.S.C. 552A(b) of the Privacy Act.

User Profile

Operator Details

User ID: [REDACTED]

General Attributes

Empl ID: [REDACTED] Name: [REDACTED]

Department: [REDACTED] MIL COMMUNITY MGMT MILL TN

Rank/Rate: [REDACTED] Account Type: Military

Telephone: [REDACTED]

Email Address: [REDACTED]

(joe.smith@navy.mil)

Security Type & User Roles

Corporate User

☐ Corporate User?

This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office

☐ ANO User?

CIMS User

☒ CIMS User?

Career Information Management System

POEMS User

☐ POEMS User

PCS Obligation & Expenditure Management System

e-Leave

☐ e-Leave Command Administrator

eLeave is a Sub-System in the Enterprise Database.

-The justification will be "(your command name) ISIC CCC".

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☐ Pay & Personnel Offices
 ☒ **Command/Fleet Users**

Navy Retention Monitoring System

☐ CNO Access
 ☐ CCC Access
 ☐ Fleet Access
 ☐ OCNO Access
 Navy Retention Monitoring System access groups:
 OCNO - Allows access to officer analytics.
 CNO, CCC, and Fleet - Allow access to enlisted analytics.

Admin Level Roles

☐ Admin Level - Create
 ☐ Admin Level - Approve
 ☒ **Admin Level - Inquiry**
☐ ANO - Create
 ☐ ANO - Approve
 ☐ ANO - Field User
 ☐ Command Career Counselor
 ☐ Dept/Div Career Counselor
 ☐ Sponsor Coordinator

Special Categories

☐ NAM/ISSO/FAM
 ☐ Reports Administrator?
 ☐ Authorized to Release Pay Related Transactions?
 ☒ Access to PRA Sensitive Records?

ERM Application(s) Access List

[Select All](#)
[De-Select All](#)

Select	ERM Application
<input checked="" type="checkbox"/>	CIMS Inquire
<input checked="" type="checkbox"/>	CIMS Reports
<input checked="" type="checkbox"/>	ESR - General Inquiry
<input type="checkbox"/>	ESR Promotion History Inquiry
<input checked="" type="checkbox"/>	Reports Manager
<input type="checkbox"/>	User Release Information

Web AdHoc Access

☐ Access to Web AdHoc?
 Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access



Submit a CIMS (SAAR)- INQUIRY ACCOUNT



Administrative UIC Access Profile

Empl ID: [REDACTED]

Echelon Level

Echelon Level	*Echelon/Activity Indicator	UIC	Command	ECHELON - 1	ECHELON - 2	ECHELON - 3	ECHELON - 4	ECHELON - 5	Find
ECHELON5	Echelon Level	21880	LSD 50 CARTER HALL	00011	00060	53825	55333	21880	

UIC Access Display

Click the Button to Refresh the UIC Access Display



Department	Activity Long Title	ECHELON - 1	ECHELON - 2	ECHELON - 3	ECHELON - 4	ECHELON - 5	ECHELON - 6	ECHELON - 7
21880	LSD 50 CARTER HALL	00011	00060	53825	55333	21880	-	-

Find View All First 1 of 1 Last

OK

Cancel

-Type in your UIC and hit TAB button. This will bring up your UIC and where you fall out on the ECHELON TREE.

-If you are the ISIC of USS CARTER HALL, look at the ECHELON that governs that one. In this Case ECHELON4 (UIC 55333/ COMEXSTRKGRU TWO). This will automatically bring up all UICs that fall underneath it.

-Review the UIC Access Display to verify all commands are on the list.

*In some cases not all UIC's will be in the proper echelon. Click on the "+" and add the additional UIC and select "Activity Level"
Click on OK to save your list.



Submit a CIMS (SAAR)- INQUIRY ACCOUNT



[Select All](#) [De-Select All](#)

Find | View All | First 1 of 1 Last

[Select](#) [ERM Application](#)

☐

Web AdHoc Access

☐ Access to Web AdHoc? Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

[CIMS UIC Access](#)

Workflow Setup

Click here to Set-Up Next Roleusers

Supervisor Details - SAAR Form

Name: JONES,BOBBY
(Last,First Middle)

Email Id: BOBBY.JONES1@NAVY.MIL
(joe.smith@cnrf.navy.nola.mil)

Contact Phone: 901-874-0000

SUBMIT

No space
between comma
and first name

-Supervisor Details must be entered the same for retrieval. When the supervisor goes in for approval it must be the same spelling and format, so check for accurate information.

- All email addresses must be a .mil account or it will be rejected.



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- An email will be sent to you and to your Supervisor. Once your Supervisor approves it, a notification will be sent to you via email. After being finalized from the CIMS Super FAM Primary, a 3rd notification will be sent with the status of access granted or denied.
- Questions please call NCC(SW/AW) Chris Kinstle- 901-874-2533 or email christopher.kinstle@navy.mil